

## Conservation Employee Training Institute – Sheraton Imperial Hotel, Durham-RTP – August 21-24, 2017

### MONDAY, August 21 –

10:00 a.m. – 4:00 p.m. – Registration

*Empire AB Foyer*

10 a.m. – 5 p.m. – Displays

*Empire AC Foyer*

10:00 a.m. – 1:00 p.m. – NC CDEA Benefit Golf Tournament

*NCSU Faculty Club*

2:00 p.m. – 5:00 p.m. – General Session

*Empire ABC*

- NCD&CS DSWC Deputy Director, David Williams, will be welcoming participants with a brief introduction followed by a half hour adjournment to view the almost total Great Eclipse of 2017! *Remember to get your solar eclipse viewing glasses!* We'll reconvene to updates from partnership leaders on NRCS' experience with the team concept, CAT team's report on CCP progress, the disaster program's response progress, and an introduction to the new NCD&CS Division of Soil & Water Conservation Director, Vernon Cox.
- We are thrilled to have City of Ocala, Florida, Staff Development and Training Manager, Anita Kinsler, join us at this time! This is a session you do not want to miss! "Attitude Means Everything" will be Ms. Kinsler's motivational kick off for this year's Conservation Employee Training Institute.

7:00 p.m. – 9:00 p.m. – NC Conservation District Employees Association Board Meeting

*Royal*

### TUESDAY, August 22 –

7:00 a.m. – 9:00 a.m. – Registration

*Empire AB Foyer*

10 a.m. – 5 p.m. – Displays

*Empire AC Foyer*

8:00 – 10:00 a.m. – Planning for Pollinators: What are my options? Group A

*Auditorium*

*Dr. Brett M. Moule, NRCS State Wildlife Biologist*

This introductory lecture will familiarize the participant with the importance of pollinator conservation, provide an overview of available USDA programs such as EQIP, CSP, and CRP, and will equip each attendee with the necessary tools to make recommendations to producers and land managers that are interested in establishing and conserving pollinator habitat. This training will include the completion of a scenario that will cover site preparation and planting options, conservation practices, and the maintenance of the newly created pollinator habitat. It will also include a concentrated list of additional resources and valuable aids that will empower each participant with the needed tools to make valuable pollinator habitat recommendations. *This session qualifies for 2 CCP CEU's.*

8:00 – 10:00 a.m. – Basic Soils & Web Soil Survey Group B

*Empire E*

*Kent Clary, NRCS State Soil Scientist*

Provides an overview for utilizing web soil survey and interpreting land capabilities and limitations in conservation planning (e.g. Soil Survey Data and Application in North Carolina, or approved equivalent course). *This is a training requirement for CCP. This session qualifies for 2 CCP CEU's.*

9:00 – 12:00 p.m. – Time Management and Effective Communications

*Royal*

*Anita Kinsler, City of Ocala Staff Development & Training Manager*

- Ms. Kinsler has over thirty years of experience in training and motivating local government employees in an informative and entertaining manner. She will help us explore the cornerstones of efficiency in the workplace... time management and effective communication. Learn to plan and prioritize to maximize productivity, overcome procrastination, and get organized. Understand the principles of communication processes, and breakdown barriers to effective communication. Leave the session ready to accomplish more during your workweek!

9:00 – 5:00 p.m. – Environmental Experiences for Early Childhood – Project Learning Tree

*Crown*

*Laura Smith, Educator, City of Durham*

- Developed with the help of preschool educators and early childhood specialists, this workshop's materials include over 130 experiences that engage children in outdoor play and exploration. It is specifically designed for educators who work with children ages three to six. Topics include exploring nature with five senses, meeting neighborhood trees, and experiencing trees through the seasons. An accompanying music CD features songs from children's musician Billy B. Brennan that encourage children to sing, dance, and move. *This session qualifies for Criteria 1 Environmental Education Certification.*

10:00 a.m. – 12:00 p.m. – Planning for Pollinators: What are my options? Group B

*Auditorium*

*Dr. Brett M. Moule, NRCS State Wildlife Biologist*

10:00 a.m. – 12:00 p.m. Basic Soils & Web Soil Survey Group A

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10:00 a.m. – 10:30 a.m. – Break

*Empire AC Foyer*

12:00 p.m. – 1:00 p.m. – Lunch

*Empire ABC*

1:00 – 5:00 p.m. – Leadership and Employee Motivation

*Royal*

*Anita Kinsler, City of Ocala Staff Development & Training Manager*

- Join Ms. Kinsler for another inspiring session that will improve your leadership skills! Learn to use a proactive approach to leadership and understand the difference between a manager and a leader. Learn how to motivate yourself, your team, and even your boss!

1:00 – 5:00 p.m. – Cultural Resources Training Series Part 2 (Module 7-8) – Session A

*Auditorium*

*Jim Errante, NRCS South Carolina*

***Pre-requisite*** for this course is available on AgLearn and is Cultural Resources Training Series Part 1 (Module 1-6) that covers establishing & increasing participant awareness & knowledge of NRCS' CR stewardship responsibilities.

- Modules 7-8 cover regional cultural overview, cultural resources of field office, identification of artifacts in the field, prehistoric stone tools, historic artifacts, and a site visit to a historic or prehistoric archaeological site. The site visit will require a 2-1/2 hour hike on the field site on Wednesday afternoon in Session C. ***Participants must register for all three Module 7-8 sessions (A, B, and C).*** This is a training requirement for CCP. This course qualifies for 5 CCP CEU's.

1:00 – 5:00 p.m. – Streambank and Shoreline Protection Systems - Session 1 - Classroom

*Bull Durham*

*Jeff Young, NCDA&CS DSWC Technical Services Section Chief and PE*

- Participants will have the opportunity to learn about similarities and differences between streambank and shoreline protection and stream restoration systems. During this session, participants will learn about site assessment, tools and resources used during design, and available engineering assistance. ***This session is pre-requisite for EITHER of Wednesday's Streambank & Shoreline Protection sessions.*** This session qualifies for 4 CCP CEU's

3:00 p.m. – 3:30 p.m. – Break on your own

5:00 p.m. – Supper on your own

7:30 – 9:30 p.m. – NC Conservation District Employees Team Building Competition (*tentative*)

*Empire ABC*

### WEDNESDAY, August 23 –

7:00 a.m. – 9:00 a.m. – Registration

*Empire AB Foyer*

8:00 – 5:00 p.m. – Cultural Resources Training Series Part 2 (Module 7-8) – Session B and C

*Auditorium*

*Jim Errante, NRCS South Carolina*

*In afternoon load vans at the Convention Center Entry near Empire*

- Modules 7-8 cover regional cultural overview, cultural resources of field office, identification of artifacts in the field, prehistoric stone tools, historic artifacts, and a site visit to a historic or prehistoric archaeological site. The site visit will require a 2-1/2 hour hike on the field site on Wednesday afternoon in Session C. ***Participants must register for all three Module 7-8 sessions (A, B, and C).***

8:00 – 5:00 p.m. – Basic Survey Training Using Levels (8-10 am in the classroom, then to field)

*Bull Durham*

*Daphne Cartner & Cindy Safrit, NCDA&CS DSWC Engineers*

- This training is intended for new employees and those who need some refresher or reinforcement training in surveying with an engineer's level or a laser level. The attendees are encouraged to bring the equipment they have available for their daily use. Areas to be covered include field book format and use, setting a level, peg checks, surveying a profile, cross-section, closed loop/traverse and a small grid survey (if time permits), reducing notes and checking closure (accuracy). Group will form carpools for trip to the field. ***This session qualifies for 5 CCP CEU's.***

8:00 – 12:00 p.m. – Streambank and Shoreline Protection Systems – Session 2 – Field *Load vans at the Convention Center Entry near Empire*

*Jeff Young, NCDA&CS DSWC Technical Services Section Chief and PE*

***Pre-requisite*** for this course is Tuesday afternoon's Streambank and Shoreline Protection Systems classroom session; participants do not have to register for both of Wednesday's Streambank and Shoreline Protection System sessions.

- Participants will perform the data collection in the field that is necessary for a streambank stabilization project. Participants please bring the following: a hand level, survey rod, flags, flag pins, a pencil, paper & clipboard. A dumpy level and a laser level will be available at the site. Participants will be getting in the stream; therefore, waders or knee boots are highly recommended. Participants should be prepared to be in the field in August by bringing sunscreen, a hat, bug spray, extra water and a snack. ***This session qualifies for 4 CCP CEU's.***

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9:00 – 12:00 p.m. – MS Office Skills – Intermediate Excel

Crown

*Daniel Madding & Robert Hilton, NCDA&CS Emergency Programs Division*

- NCDA&CS staff will join us to provide intermediate-level training in MS Office Excel. Bring your own equipment if possible loaded with MS Office 2013 or 2016.

9:00 – 12:00 p.m. – County Relations

Royal

*Bryan Evans, NCASWCD Executive Director; Tim Beard, NRCS State Conservationist; Vernon Cox, NCDA&CS DSWC Director; Richard Whisnant, UNC School of Government*

- Most funding for many local soil and water conservation districts comes from your county's investment... building and maintaining local relationships and support is critical. Join us to discuss how to best develop and foster relationships at the local level. Study and understand the soil and water partnership framework – hear from partners and the UNC School of Government regarding agreements and district law. Get tips to work most effectively with county leadership and hear discussion concerning the importance of sound MOUs and MOAs. Hear from local soil and water conservation districts regarding successful local programs. Head back to your district with new ideas to maximize local working relationships and county support.

9:00 – 12:00 p.m. – Envirothon Topic Area Training – SOILS (including Mobile Soils Classroom)

Empire E

*Richard Hayes, Professional Soil Scientist*

- Wednesday will be morning and afternoon separate session on Envirothon training topics. This SOILS training will review basic soil properties and techniques to teach them to Envirothon teams. A brief section will cover use of the Mobile Soils Classroom trailer.

10:00 a.m. – 10:30 a.m. – Break

Empire AC Foyer

12:00 p.m. – 1:00 p.m. – Lunch

Empire ABC

1:00 p.m. – 5:00 p.m. – Streambank and Shoreline Protection Systems – Session 3 – Classroom

Bull Durham

*Jeff Young, NCDA&CS DSWC Technical Services Section Chief and PE*

**Pre-requisite** for this course is Tuesday afternoon's Streambank and Shoreline Protection Systems classroom session; participants do not have to register for both of Wednesday's Streambank and Shoreline Protection System sessions to obtain credit.

- Participants will return to the classroom, review information collected by those participating in the morning's field session, and will finish a brief streambank stabilization project. *This session qualifies for 4 CCP CEU's.*

1:00 p.m. – 5:00 p.m. – Envirothon Topic Area Training – WILDLIFE

Empire E

*Ann May, NC Wildlife Resource Commission*

- Ann May with the NC Wildlife Commission will be joining us to do this WILDLIFE training that will review Envirothon wildlife objectives including: wildlife ID and signs, species interrelationships within a habitat, species adaptations for survival, some wildlife management topics and legislations, and hands on techniques that can be used to help middle and high school students master the Envirothon Wildlife Objectives.

1:00 p.m. – 5:00 p.m. – MS Office Skills – Intermediate Publisher

Crown

*Terry Bell, NCDA&CS Human Resources*

- The Learning and Performance Coordinator for NCDA&CS will join us to provide intermediate-level training in MS Office Publisher. Bring your own equipment if possible loaded with MS Office 2013 or 2016 and your own project.

1:00 p.m. – 5:00 p.m. – Tools of Watershed Management

Royal

*Joey Hester, NCDA&CS DSWC; Maya Cough-Schulze, NC DEQ Div. Water Resources*

- Soil and water conservation districts are leaders for natural resource conservation within their community. Watershed management is a key component of a successful district program. Participants will: build capacity to take on leadership roles in their local watershed, learn about the tools and data available to implement local watershed protection efforts, and discuss why and how to best engage the community. Leave the session more prepared to develop a local framework or action plan for water quality improvement and ideas to improve stakeholder and community participation for Local Work Group activities. *This session qualifies for 2.5 CCP CEU's*

3:00 p.m. – 3:30 p.m. – Break on your own

6:30 – 8:00 p.m. – Banquet; NC CDEA Membership Session; & Area Baskets Live Auction

Empire ABCD

**THURSDAY, August 24 –**

7:30 a.m. – 9:00 a.m. – Registration

*Empire AB Foyer*

8:00 – 12:00 – Educational Share Faire and Contest Theme Training

*Crown*

*Pamela Bowman, Alexander SWCD, Facilitator*

- Thursday morning will be a celebration of ideas during the annual “Educational Share Faire”. The upcoming contest theme, ***Water...the Cycle of Life***, will be highlighted with resources for district educators to use with their contest outreach this year. In addition, other innovative educational outreach tools will be shared by participating district educators. This session is always a great hit and provides valuable resources for soil and water conservation educators.

8:00 – 12:00 – Bringing It All Together

*Auditorium*

*Jeremy Roston Navas & Rafael Vega, NRCS State Resource Conservationists; Mark Forbes, Avery SWCD; Otto “Chip” Simmons, Chris Gunter & Elena Rogers, NCSU Department of Horticultural Sciences*

- NRCS staff will review the certified conservation planner and job approval authority process. They will discuss individual development plans and training. District staff will review how to organize files. And NCSU food safety staff will discuss the Food Safety Act and upcoming compliance requirements. *This session qualifies for 4 CCP CEU’s*

8:00 – 12:00 – Document Retention for Districts; Cost Share for District Administrators

*Royal*

*Jason Woolf, NC Department of Cultural Resources; Jerry Raynor, NRCS*

- 8:00-10:00 - Document Retention - Does your district have copies of cost share contracts that are long past the end of their maintenance period? What about outreach materials that pre-date your staff? Audio recordings of minutes from previous years? The materials made or received by government agencies in NC in carrying on public business are considered “public records”. The NC General Assembly has declared that public records and public information compiled by local government are the property of the people. So how long do districts need to keep these public records? When and how can they be disposed of (if ever)? Join staff from the NC Department of Cultural Resources to learn about the Document Retention Schedule that is under development for local soil and water conservation districts, and how it can be applied in your office. Hear from NRCS regarding considerations for federal files or information that is co-located in field offices. Leave the session with confidence to do some general file “housekeeping” back home.

*DSWC Cost Share staff – Ken Parks, Lisa Fine & Paula Day; CREP Manager, Eric Galamb; Julius George, NRCS*

- 10:30-12:00 - Cost Share for Administrators - As a District Administrator, you are likely the first point of contact for the public as they walk through your office door with a resource concern. Hear from state cost share programs staff regarding programs – ACSP, AgWRAP, CCAP and CREP; learn from federal programs staff about their available programs – CSP, EQIP, RCPP, ACEP and more. Gain a basic understanding of cost share opportunities and technical assistance provided by the district office. Learn what to say to producers and clients to make a great first impression of available district services.